INDIANA
C•RE4O
End-of-Course Assessments

To: Corporation Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: February 13, 2008

Re: **1)** Webcast Trainings for End-of-Course Assessments administered in A3
2) Registration Reminders - Administration of Paper-and-Pencil & Online
  Testing in A3

This communication is being sent to all CTCs regarding the administration of the Core 40 End-of-Course Assessments. This memorandum will provide the necessary information regarding:

- Webcast registration information for Questar and ACT QualityCore
- A3 Spring Paper-and-Pencil and Online Registration with Questar
- A3 Spring STN Data Collections
- Ordering Large Print and/or Braille for the A3 Spring administration
- Biology I Participation Guidelines

Interactive Web Training Sessions
Interactive web training sessions are scheduled to familiarize Corporation Test Coordinators, School Test Coordinators, and Teachers and/or Examiners with the online and paper-and-pencil testing process. CTCs and STCs should register with IDOE for training with EACH vendor to understand the requirements for the various assessments offered this year. These training sessions are scheduled prior to Administration 3 for the 2007-2008 school year.

Web Training Calendar for the 2007-2008 administrations of ECAs in A3 (EST)

Training Session	Date	Time	Focus and Vendor for Training
1	Tuesday February 26, 2008	3:00 – 4:00 PM	CTC (only) Online & Paper-and-Pencil Vendor: Questar
2	Friday February 29, 2008	8:30 – 9:30 AM	CTC (only) Online & Paper-and-Pencil Vendor: ACT

3	Monday March 10, 2008	3:00 – 4:00 PM	CTC/STC (combined) Online testing only Vendor: Questar
4	Tuesday March 11, 2008	8:30 – 9:30 AM	CTC/STC (combined) Online & Paper-and-Pencil Vendor: ACT QualityCore
5	Thursday March 13, 2008	8:30 – 9:30 AM	STC (only) Online & Paper-and Pencil Vendor: ACT QualityCore
6	Monday March 31, 2008	8:30 – 9:30 AM	CTC/STC (combined) Online testing only Vendor: Questar
7	Tuesday April 8, 2008	3:15 – 4:00 PM	Teacher/Examiner (only) Vendor: ACT QualityCore Content Areas: Algebra II & English 11
8	Thursday April 10, 2008	8:30 – 9:30 AM	CTC/STC (combined) Paper-and-Pencil only Vendor: Questar
9	Tuesday April 15, 2008	3:00 – 4:00 PM	CTC/STC (combined) Paper-and-Pencil only Vendor: Questar
10	Thursday April 17, 2008	3:15 – 4:00 PM	Teacher/Examiner (only) Vendor: Questar Online Content Areas: Algebra I, Biology I, English 11
11	Tuesday April 22, 2008	3:15 – 4:00 PM	Teacher/Examiner (only) Vendor: Questar PP Content Areas: Algebra I, Algebra II, Biology I

Web Training Registration
Be sure to register the School Test Coordinators, Teachers and/or Examiners who will need training for online and/or paper-and-pencil assessments. To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to Colin Riessen, criessen@doe.in.gov. *Note: If multiple people will be joining in on the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.*

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

<u>Accessing the *Questar* Testing Site</u>

To access the *Questar* End-of-Course Assessment site for registration, please make sure that your system meets these requirements:

- Computers must have Internet Explorer 5.5, Netscape Version 7.0, Mozilla 1.7 or Firefox 1.0 or Safari (minimum requirements) on a Windows operating system or Macintosh platform

Below are the Web address, username, and password that you will need to access the Questar Core 40 End-of-Course Assessment testing site. (CTCs should not allow School Test Coordinators or Examiners to use the CTC login/password at any time.) Please save this username and password for future use.

- Web Address: http://INCore40eca.questarai.com/admin
- Username: {computer generated username}
- Password: {computer generated password}

If the link above is not active, follow the directions below to access the testing site:

1. Open your browser.
2. Click once in the **Address** field of the browser window.
3. Type (or copy and paste) the Web address:
   http://INCore40eca.questarai.com/admin
4. Type your username in the **Username** field.
5. Type your password in the **Password** field.
6. Click once on **Login**.

<u>Completing the Registration Process with Questar</u>

PAPER-AND-PENCIL DEADLINE: Registration for all content areas administered in paper-and-pencil MUST be completed for all content areas by <u>February 29, 2008</u>. These counts will determine the amount of materials shipped to your corporation for testing.

ONLINE DEADLINE: Registration for all content areas administered online must be entered by April 25, 2008.

Upon entering the site, you will be prompted to complete the CTC Registration process. The Web training on February 26, 2008, will demonstrate how to complete the process described below. See ***Interactive Web Training Sessions*** in this communication for information on registration for the Web training.

After reading information about the Core 40 End-of-Course Assessment program, you will begin the registration process for the A3 Spring 2008 test administration. After completing the registration process, all new School Test Coordinators (STCs) will receive a computer-generated e-mail introducing the *Questar* Core 40 End-of-Course Assessment system, which provides them with the URL, username/password, and directions to access the *Questar* Core 40 End-of-Course Assessment Web site*. **CTCs must complete the registration process in order for schools to access the site and to allow school staff to fulfill their responsibilities.**

During the **registration process**, you will:
- select the test administration for which you are registering;
- identify the School Test Coordinator for each school that will be testing;
- indicate the number of students who will complete each content area per testing period; and
- enter a start date to begin testing for each content area.

Testing Administration
Once you access the Test Registration page:
- Select the A3 Spring 2008 administration.
- Upon making this selection, the registration page will be displayed. You will need to complete this for A3.

School Number and School Name
The School Number and School Name are provided. **If a school in your corporation is not listed,** please contact *Questar* Core 40 Technical Support at 1-877-IC40-ECA to have the school added. Please be prepared to provide the School Number and School Name.

School NOT Testing
If a school is listed that will **not** be testing in any administration, click once in the **School NOT Testing** box to the right of the school name. Failure to do this will delay the release of summary report information for the corporation.

Assigning School Test Coordinators
You are required to assign a School Test Coordinator for each school. This person will be the main contact for testing at the school. To assign the School Test Coordinator:
1. Click once on the **Assign** button to complete the registration information for a school.
2. A School Test Coordinator Profile window will be displayed.
3. All required fields are indicated with an asterisk (*).
4. Type the profile information for the School Test Coordinator at the school.
5. Click once on **Save** to submit your information.

Note: If you have already assigned the STC earlier in the school year, you will see the STC's name in place of the Assign button, so this step is not necessary.

Student Count
For each participating school, click once in the field below the column heading "# Students ONLINE" or "# Students PAPER" and enter the number of students testing in each content area.

A school cannot test students using both delivery methods (Online and Paper) **for the same content area**. If a delivery method is not available (Online or Paper), no student count entry field will appear in the column for the specific subject.

Start Date
CTCs must indicate the first day testing will begin at each school they register. Tests will NOT be available prior to the Start Date indicated on the registration page. Tests will continue to be available to students until the School Test Coordinator indicates **Testing Complete** for their school in the Test Zone menu of the administrative interface.

In the Start Date field, the date can be changed for each school and content area. The CTC can change the start date field until students begin testing. Once a student begins an online test at a school, the Start Date field cannot be changed.

Done
When registration is complete, click **Done**. An auto-generated e-mail will be sent to each School Test Coordinator you assigned. CTCs will not be copied on this email; please note that the email will be posted here: http://doe.in.gov/core40eca/08communications.html This e-mail will contain the URL for the site, their username/password, and directions to complete the school's registration process.

Finish Later
If you have completed the registration process for one or more schools in your corporation but need more time or information to complete the registration process for other schools, you can click **Finish Later** and return to this area at a later time to complete registration.

When you are ready to continue registering your schools, follow these steps:
1. Log onto the site and click once on the Registration menu option; the Registration page will be displayed.
2. Complete the registration for all of the schools in your corporation.
3. When registration is complete, click **Done**.

Editing Registration
If, after completing the registration for a school, you find that you need to edit the registration information, you can return to the registration menu to make the changes.

The areas of the registration that may be edited are:
- Student count – Either edit the number of students or change the delivery method (Online/Paper). Paper student count values can be edited through **February 29, 2008.**
- Start date – This can be edited until a student begins an online test. Once a student has started testing at a school, the start date cannot be changed.

- School NOT Testing – This can be edited until a student begins testing. Once a student has started testing at a school, the option to indicate "School NOT Testing" is no longer available.

Print
When you have completed registration, it is recommended that you print the screen containing all of your corporation's registration information.

*Please be sure that this process is completed no later than **Friday, February 29, 2008,** for those schools testing **paper-and-pencil**. If registration counts are not entered by this time, schools will be required to test online for the A3 Spring 2008 administration.*

Testing Window and IDOE Registration (Data Collection)
From **March 3 – 21, 2008**, you are required to upload data to the STN Application Center http://ideanet.doe.state.in.us/stn/ in order to generate barcode labels for paper-and-pencil testing and to pre-register students in the online system for online testing.

All teachers and classes included in the upload will be automatically created on the site upon import of the file, so you will not need to create new teachers and/or setup class folders within the online system.

NOTE: This process does **not** replace the Online Registration process in which CTCs will indicate the number of students testing per content area for each administration.

Large Print and Braille
On the CTC Test Registration page, you may download the request form to order large print or Braille forms of an ECA.   Click once on the **Download Large Print/Braille Form** button to access the request form in a PDF. **This form must be completed and faxed to the IDOE no later than March 3, 2008** for those corporations testing with Questar.

Questar **Core 40 ECA Administration Information**

Administration Window	IDOE Registration (data collection)	Online Registration Deadline	Delivery Method: Content Area
Administration 3 (A3)			
April 28 – May 30, 2008	March 3 - 21, 2008	**Online:** April 25, 2008 **Paper-and-Pencil:** February 29, 2008	**Online:** Algebra I, Biology I, and English 11 **Paper-and-Pencil:** Algebra I, Algebra II, and Biology I

Biology I Participation Guidelines
Beginning this year, Indiana will be using the Biology I Core 40 ECA to satisfy the NCLB (No Child Left Behind) state high school science exam requirement. If the assessment window above for Biology I does not fit the needs of the high school(s) in your corporation, please contact the IDOE at eca@doe.in.gov.

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone (317) 232-9050
Email: ECA@doe.in.gov

***Questar* Online Technology or Paper-and-Pencil Testing Related Questions:**
Phone: 1-877-IC40-ECA (1-877-424-0322)
Email: Core40support@questarai.com

Core 40 End-of-Course Assessment Web site:
www.doe.in.gov/core40eca

Note: For future reference, this memorandum will be posted at http://doe.in.gov/core40eca/welcome.html